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Approved For Release 2001/07/16 : CIA-RDP78-06207A000200010051-9

13 January 1972

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Office of Training's Report for the Week of
3 January**

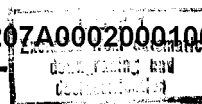
1. Six of the eight young women in Experimental Group III are now attending the Clerical Orientation program as the final step to an Agency assignment. These young women completed their three months of special training on 30 December. Four of the six met the Agency's clerical standards during their training, or upon completion of it, and were promoted from Grade GS-02 Clerk to GS-03 Clerk Typist.

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2. In response to a request from [REDACTED] Chief Europe Division, GS -- and presently a student in a Russian class at the Language School -- the Chief and Deputy Chief of the School briefed the Division's Branch Chiefs on language development and the services available through the Language School. This is the first of a series of similar briefings planned for those Agency components who have language requirements.

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4. The 27 members of the January 1972 Career Training Class reported for their formal training beginning on Monday, 10 January. Within the group of 17 Externals and 10 Internals, there are two women, one of whom is a former Summer Employee and the other an Internal, and one Negro, an External.

5. Students from the Information Science Center of the Defense Intelligence School will visit Headquarters on Wednesday, 19 January 1972 from 0900 to 1530. As in the past, they will be briefed by an OTR instructor (on the Agency's mission), OPPB, the Central Reference Service, and will tour CRS and the Operations Center.

6. Attached is a list of high-level guests who will participate in OTR's programs to be conducted during the week of 16 January.


HUGH T. CUNNINGHAM
Director of Training

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Att.

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